

EDITED TASK LISTING

CLASS: ELECTRICIAN III (CORRECTIONAL FACILITY)

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Maintain electrical components (e.g., wiring, switches, lighting, electrified fence, transformers, generators, switchgears, motor control centers, etc.) to increase life expectancy of equipment, prevent breakdowns, reduce overtime, ensure the institution is meeting federal and state mandates, fire life and safety code, and energy conservation, etc., by utilizing various resources (e.g., California Code of Regulations, Code of Federal Regulations, California Fire Code, National Electric Code [NEC], institutional operational procedures, personal experience, electrical tools, testers, etc.) on an on-going basis.
2.	On a daily basis, plan, organize, direct, and monitor the work of Electrician I/II and inmates engaged in the operation, installation, maintenance, alteration and repair of the physical plant (e.g., wiring, switches, lighting, electrified fence, transformers, generators, switchgears, motor control centers, etc.) to provide information, direction, ensure proper completion of work to meet institutional, security, and program needs, provide a safe working environment, ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc. by utilizing the work order system and various resources (e.g., Standard Automated Preventive Maintenance Systems [SAPMS], Injury and Illness Prevention Program [IIPP], California Code of Regulations, Code of Federal Regulations, California Fire Code, NEC, institutional operational procedures, personal experience, electrical tools, testers, etc.)
3.	Advise/inform the supervisor in the selection of electrical materials, tools, and equipment for projects and in the preventive maintenance and repair of facilities (e.g., buildings, structures, fixtures, etc.) to obtain and/or provide information, meet the needs of the institution, ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc., by utilizing various resources (e.g., catalogs, fliers, vendors, NEC, departmental design criteria guidelines, project drawings and specifications, personal experience, etc.) on an on-going basis.
4.	Coordinate with departmental trades people, custody and other institutional program staff, contractors and vendors regarding projects, utility shutdowns, preventive maintenance and repairs of facilities (e.g., buildings, structures, fixtures, etc.) to ensure the work is completed effectively and efficiently, to minimize disruptions that may impact security, operations and programs, etc., and to ensure compliance with various laws, rules, regulations, policies, procedures, etc. utilizing interpersonal skills and various resources (e.g., NEC, IIPP, California Occupational Safety and Health Administration [Cal-OSHA] institutional operational procedures, personal experience, knowledge, etc.) as needed.
5.	Prepare estimates for a variety of jobs to include labor, materials, tools and equipment, etc., to identify and provide supervisor with necessary information for cost analysis, planning and developing projects, utilizing various resources (e. g, personal knowledge, blueprints, rough sketches, cost estimate books, vendors, laws, codes, rules and regulations, etc.) as needed.

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6.	Prepare and maintain records and reports (e.g., material safety data sheets, inmate timekeeping, staff and inmate safety training, electrified fence, tool control, Supervisory Reports (CDC 101), Counseling Chronos (CDC 128/115), etc.) to provide information for institutional use and assure compliance stipulated by laws, rules, regulations, policies, procedures, etc. utilizing various resources (e.g., Departmental Operations Manual [DOM], institutional operational procedures, Inmate Work Training Incentive Program [IWTIP], IIPP, etc.) on a daily basis.
7.	Supervise individuals committed to the Department of Corrections to maintain security of work areas and materials in the performance of daily activities and to prevent escapes, injuries by inmates to themselves or others, damage to property, etc., utilizing interpersonal skills, heightened awareness of the surroundings, Title 15, Supervisory Reports (CDC 101), Counseling Chronos (CDC 128/115), Daily Movement Sheet and various alarm systems, etc., as required by departmental policies.
8.	Inspect electrical shop (e.g., keys, alarms, locking devices, tool cages, conditions of tools, tool inventories, office supplies and equipment, etc.) to ensure compliance stipulated by laws, rules, regulations, policies, procedures, providing a safe and secure working environment utilizing various resources, (e.g., personal knowledge, DOM, Title 15, IIPP, institutional operational procedures, and appropriate training, etc.) on a continuous basis.
9.	Communicate in a professional and effective manner with supervisors and others (e.g., state employees, inmates, public, contractors, vendors, inspectors, etc.) to provide and obtain information, establishing an effective working relationships utilizing tact, interpersonal skills and Title 15 in all situations at all times.
10.	Act as the Supervisor of Building Trades or Utility Shop Supervisor in his/her absence to ensure continued operations of the institution, utilizing personal knowledge and personal experience, DOM, institutional operational procedures, and departmental policies per institutional needs.
11.	Requisition tools, materials, supplies and equipment to ensure proper operation of electrical shop utilizing procurement forms (e.g., purchase requisition forms [Form 954], written justification, bids, drug-free certification, recycle content, etc.) as required by the institutional operational procedures, State Administrative Manual, DOM, etc., on an on-going basis.
12.	Maintain and promote a work environment free of discrimination and harassment in accordance with the department's policies on sexual harassment and treatment of people to produce a hostile-free workplace utilizing Equal Employment Opportunity policies, Title 15, DOM, institutional operational procedures and appropriate training, etc., on a continuous basis.

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13.	Interpret blueprints to identify specific information (e.g., data, location, specifications, equipment, materials, etc.) for troubleshooting, projects, work order assignments, and cost estimates, etc., utilizing personal knowledge, architect ruler/scale, etc., to ensure work is done according to plans and specifications on a regular basis.